

Town of Addison
16801 Westgrove Dr.
P O Box 9010
Addison, TX 75001-9010

Town of Addison
Application for
Certificate of Occupancy

Building Inspection Department
972/450-2880
Fee based on square footage
Refer to fee schedule

New Business	Current Addison Business	Expansion Only
Name of Business		Business Phone
Address		Suite
Mailing Address (Include City, State, Zip)		
Date Occupied	Total Square Footage	Exterior/outdoor use
Type of Business	Tax ID #	
Number of Employees at facility	Electric/Gas Release Required Yes No	

Business Owner		
Contact Person/Agent for Business		
Address		
E-Mail Address	Fax #	
Phone	Cell Phone	
Drivers License #	State	Exp Date

Property Owner	Business Phone
Address	
Signature of Applicant	Date

Call when ready	Mail To
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DO NOT WRITE BELOW THIS LINE - OFFICE USE ONLY

Occupancy Group	Construction Type	Zoning
Department	Out	In
Fire	Comments	
Landscape		
Planning & Zoning		
Utilities		
Streets		
Health		
Tax		
Building Inspector's Approval		Date
Temporary Certificate Issued	Date	Expires
Permanent Certificate Issued (Building Official)		
Filed	Paid	Payment Type
Receipt		
Certificate Number	Mailed	

Sec. 18-53. Certificate of occupancy.

110.7 Fee. The fee for each certificate of occupancy will be in the following amounts:

Number of Square Feet In a Building	Certificate of Occupancy Fee
0--5,000 square feet	\$50.00
5,001--25,000 square feet	100.00
25,001--50,000 square feet	150.00
50,001--75,000 square feet	200.00
75,001--100,000 square feet	250.00
100,001--125,000 square feet	300.00
125,001--150,000 square feet	350.00
150,001--175,000 square feet	400.00
175,001--200,000 square feet	450.00
200,001--225,000 square feet	500.00
225,001--250,000 square feet	550.00
250,001--275,000 square feet	600.00
275,001--300,000 square feet	650.00
300,001--325,000 square feet	700.00
325,001--350,000 square feet	750.00
350,001--375,000 square feet	800.00
375,001--400,000 square feet	850.00
400,001--425,000 square feet	900.00
425,001--450,000 square feet	950.00
450,001--475,000 square feet	1,000.00
475,001--500,000 square feet	1,050.00
Over 500,000 square feet	1,100.00